



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1000

SEP 25 2012

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINTS CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
DIRECTOR, OPERATIONAL TEST AND EVALUATION
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER
DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: Individual Award for Correspondence Excellence

This memorandum establishes the Individual Award for Correspondence Excellence. The purpose of the award is to reinforce high standards for correspondence across the Department and recognize action officers for outstanding performance.

Using the attached criteria and checklist, each Component is requested to nominate, on a quarterly basis, an action officer who prepared the best action memorandum for the Secretary or Deputy Secretary of Defense. Nominations should be made in writing per the attached template and instructions. My point of contact is CDR Anthony Corapi who can be reached at (703) 692-7130 or anthony.corapi@sd.mil.


Michael L. Bruhn
Executive Secretary

Attachments:
As stated



OSD011881-12

GUIDELINES FOR INDIVIDUAL AWARD FOR CORRESPONDENCE EXCELLENCE

Purpose.

- Recognize outstanding performance of Action Officers
- Reinforce high standards in written material prepared for the Secretary (SD) and Deputy Secretary of Defense (DSD)

Eligibility.

- DoD employees
- Civilian and Military Action Officers; contractors are ineligible
- Primary author of the action memorandum package

Criteria.

- Action Memo prepared for SD or DSD decision that addresses a complex issue
- Clear concise content including at least one implementing memorandum
- Non-routine action either tasked or self-initiated
- Complete coordination at the appropriate level; non-concurs addressed or resolved
- Error-free based on DoD Manual for Written Material

Frequency: Presented on a quarterly basis as defined by the fiscal year

Submission Procedures.

- CMOs will be notified by ESB of those packages that merit consideration no later than the 7th day of the first month of each quarter.
- Each Component, based on recommendation from their Correspondence Management Officer, will submit a memo signed by the Principal Deputy to the Executive Secretary (ES), thru ESB, approximately the 15th day of the first month of each quarter.
- Each Component may submit only one candidate for consideration.

Evaluation/Selection.

- Executive Support Branch (ESB) will review each Action Memo using the Action Memo Checklist (see attached) and the DoD Manual for Written Material.
- The Military Assistants to ES will review the nominations and identify the award recipient(s) for the quarter, subject to the approval of the Executive Secretary.
- ESB will maintain a record of the award-winning memos, awardees, and overall scores.

Presentation: The Executive Secretary will present awardee(s) a certificate and coin in coordination with Component leadership.

ACTION MEMO AND SIGNATURE ITEM CHECKLIST
(use in conjunction with the Manual for Written Material)

OSD/Component Control # _____

Action Memo Review

- _____ Action Memo is correctly formatted.
- _____ Tabs in Action Memo are aligned with the correct reference/text.
- _____ Action Memo thoughts flow well.
- _____ Coordinations are at Principal/Deputy Principal level and include all of the required coordinations.

Signature Item Review

- _____ Classification/declassification markings of package are accurate and properly marked; classification markings must show on both top and bottom of page(s) and portion markings must be indicated at the beginning of each paragraph and before the subject.
- _____ Use of memo/letter is appropriate to the action (Congress/letter; DoD/memo).
- _____ Letterhead on signature item corresponds with signee.
- _____ Font size is correct (12 point, Times New Roman).
- _____ Side and bottom margins are 1 inch; top margin 2 inch on first page with succeeding pages 1 inch margin.
- _____ Page numbers included on the second and succeeding pages located one inch from bottom center of the page.
- _____ Memorandum For addressees are correct and in proper order.
- _____ Addressee's name and address in a letter are correct.
- _____ Sentence structure is sound; avoid lengthy sentences.
- _____ Spelling is correct.
- _____ Acronym use is minimal and if used, is correctly used throughout document. No acronyms are used in subject line.
- _____ Tabs in Memo/Letter correctly align with what is stated.
- _____ Salutation of "Sincerely" is included on SecDef correspondence; no salutation for DepSecDef.
- _____ Enclosure for a letter/Attachment for a memo is noted correctly in the body and at the end of the document.
- _____ Courtesy copy is correctly formatted (if applicable).
- _____ For reports, include the CAPE cost summary block on the front of the report.

SAMPLE

MEMORANDUM FOR EXECUTIVE SECRETARY

THRU: EXECUTIVE SUPPORT BRANCH, CORRESPONDENCE MANAGEMENT
DIVISION

SUBJECT: Quarterly Individual Award for Correspondence Excellence

Component Name recommends the following nominee to be considered for the Individual
Award for Correspondence Excellence for the quarter ending _____.

AO Name

Subject of Action Memo

OSD Control Number

Signed
Principal Deputy